



TOWN OF OXFORD

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298

OFFICE OF THE TOWN CLERK

Legal Notice

In accordance with the provisions of Section 10-153d (b) of the CGS notice is hereby given that the agreement between the Oxford Board of Education and the Oxford Education Association September 1, 2024 – August 31, 2027 is on file in my office and on the town website Oxford-ct.gov for public inspection.

S.B Church Memorial Town Hall, 486 Oxford Rd, Oxford Ct 06478

Dated at Oxford Ct this 21st day of November, 2023.

Margaret A West-Mainor, CCMC
Oxford Town Clerk

AGREEMENT
BETWEEN
THE OXFORD BOARD OF EDUCATION
AND
THE OXFORD EDUCATION ASSOCIATION

SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2027

TOWN OF OXFORD, CT
[Signature]
TOWN CLERK

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THIS AGREEMENT is made and entered into by and between THE OXFORD BOARD OF EDUCATION (hereinafter referred to as the "BOARD") and THE OXFORD EDUCATION ASSOCIATION (hereinafter referred to as the "Association"), affiliated with the Connecticut Education Association and National Education Association.

ARTICLE 1 - RECOGNITION

The Board recognizes the Association as the exclusive bargaining representative for all certified professional employees of the Board and employees holding a durational shortage permit who are employed by the Board in positions requiring a teaching certificate, other than temporary substitutes, and who are not included in the administrator's unit or excluded from the purview of §§10-153a to 10-153n, inclusive.

This Agreement shall apply in full to all teachers who are normally employed for one-fifth of a work week or more.

ARTICLE 2 - MANAGEMENT RIGHTS

It is recognized that the Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the public schools in the Town of Oxford in all its aspects, including but not limited to the following: to employ, assign and transfer teachers; to exercise those powers specified in Sections 10-220, 10-221, and 10-222 of the Connecticut General Statutes; to suspend or dismiss the employees of the schools in the manner provided by statutes; to prepare and submit budgets to the Board of Selectmen, and in its sole direction, expend monies appropriated by the town; to make such transfers of funds within the appropriated budget as it shall deem desirable; to establish or continue policies, practices, and procedures for the conduct of school business; to discontinue processes or operations or discontinue their performance by employees; to select and determine the number and types of employees required to perform the school's operations; and to determine the care, maintenance, and operation of equipment and property used for on behalf of the purposes of the school district. Any of the rights, powers, functions, and authority which the Board had prior to the signing of this Agreement, or any agreement with the Association, are retained by the Board, except as those rights, powers, functions or authority are specifically abridged and modified by the express provisions of this Agreement.

If the Board unilaterally changes the hours of employment teachers are required to work and the Association feels the change is a substantial one affecting a major term or condition of employment, it may request negotiations, regarding the impact of the change. If the parties fail to resolve the impact issue, a neutral arbitrator shall be mutually chosen to decide the following questions: Under the Connecticut State Board of Labor Relation's interpretation of the phrase "substantial change in a major term or condition of employment":

1. Is there a change?
2. If so, is it substantial?
3. If so, does it concern a major term or condition of employment?

4. If so, each party shall submit the last proposal it made during the negotiation of impact and the arbitrator shall adopt whichever of the two offers is more reasonable based on the arguments and evidence presented at a hearing.

ARTICLE 3 - CONSULTATION PROCEDURE

- A. An informal meeting shall be held at least once a quarter between one dedicated Board of Education Member liaison, the Superintendent and the Association President and/or Vice President, if one is requested by either party. The meeting shall be held at a mutually agreeable time. It is understood that such meetings are not for the purpose of negotiations or the processing of grievances. The Association will endeavor to resolve situations through administrative channels prior to utilizing this consultation procedure. The quarterly meeting may be moved in extenuating circumstances.

ARTICLE 4 - GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate.

B. Definitions

1. "Grievance" shall mean a claim by a member or members of the bargaining unit that a right or rights guaranteed under the specific language of this Agreement has been violated due to a misinterpretation or misapplication of this Agreement.
2. "Aggrieved" shall mean any bargaining unit member, and may include a group of teachers similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein.
4. "Days" shall mean days when school is in session, except during the summer vacation, when "days" shall mean those days when the central office is open.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing within twenty (20) days after he/she/they knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.

3. Failure by the aggrieved teacher or the Association to appeal a grievance to the next level of the grievance procedure within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by a principal or superintendent to render his/her decision within the specified time limits shall entitle the grievant to bring his/her grievance to the next level. Failure by the Board to render its decision within the specified time limits shall entitle the grievant to bring his/her grievance to arbitration.

D. Informal Procedure

1. If a teacher feels that he/she may have a grievance, he/she must first discuss the matter with his or her principal or superintendent (if paragraph G, 3, applicable) in an effort to resolve the problem informally. At any such discussion, the teacher shall inform the principal or superintendent that the matter may constitute a potential grievance.
2. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him or her in further efforts to resolve the problem informally with the principal or superintendent (if paragraph G, 3, applicable).

E. Formal Procedures

1. Level One - School Principal

- a. If an aggrieved teacher is not satisfied with the outcome of informal procedures (s)he may present the claim as a written grievance to his/her principal.
- b. Within five (5) days after receipt of the grievance, the principal shall meet with the aggrieved and with representatives of the Association for the purpose of resolving the grievance.
- c. The principal shall, within five (5) days after receipt of the written grievance, render his or her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

2. Level Two - Superintendent of Schools

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may, within five (5) days after receipt of the decision, or within ten (10) days after the formal meeting, whichever is sooner, file his/her written grievance with the Superintendent.
- b. Within five (5) days after receipt, of the grievance, the Superintendent shall meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- c. Within five (5) days of the hearing, the Superintendent shall render his or her decision in writing and the reasons therefore to the aggrieved teacher, with a copy to the Association.

3. Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) days after receipt of the decision, or within ten (10) days after the formal meeting, whichever is sooner, file his/her grievance to the Board of Education.
- b. Within thirty (30) days after receipt of the appeal or at the next regularly scheduled Board meeting, as chosen by the Board, the Board of Education, or a designated subcommittee of the Board, shall conduct a hearing with the aggrieved and with the representatives of the Association for the purpose of resolving the grievance.
- c. The Board shall, within ten (10) days after such meeting, render its decision in writing to the aggrieved teacher, with a copy to the Association.

4. Level Four -Arbitration

- a. The Association may, within ten (10) days after receipt of the Board of Education decision or within fifteen (15) days of the Level 3 hearing, whichever is sooner, submit the grievance to arbitration by filing a demand of arbitration with the American Arbitration Association and by also filing notice with the Board of Education.
- b. The arbitrator selected to hear and decide any dispute shall be selected pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- c. The arbitrator selected shall confer promptly with representatives of the Board and the Association, shall review the record of prior hearings, and shall hold such further hearings with the aggrieved teacher and other parties in interest as he/she shall deem requisite.
- d. The arbitrator shall, within thirty (30) days after the close of the hearing render his or her decision in writing to all parties in interest, setting forth his or her findings of fact, reasoning and conclusions, on the issues submitted.
- e. The decision of the arbitrator shall be final and binding upon all parties in interest as to disputes arising from the interpretation or application of this Agreement or an alleged breach thereof. The arbitrator shall have no power to add to, subtract from, or in any way modify the provisions of this Agreement. The decision of the Board on all other matters will be final and binding.
- f. The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

F. Rights of Teachers to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.

2. Any party in interest may be represented at Levels Two and Three of the formal grievance procedure by a person of his or her own choosing, except that he/she may not be represented by a representative or by an officer or any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present, and to state its views at all stages of the procedure.
3. In the event that the Association shall not have elected to submit a grievance to arbitration, the aggrieved teacher may submit his or her grievance to arbitration independently by following the procedures outlined above in lieu of the Association, provided however, that in such case the costs for the services of the arbitrator shall be borne by the aggrieved teacher.
4. The Association may, if it so desires, call upon professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

G. Miscellaneous

1. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.
2. Forms for filing and processing grievances and other necessary documents, shall be jointly prepared by the Superintendent and the Association and made available through the Association so as to facilitate operation of the grievance procedure.
3. If the principal is not directly involved in the resolution of the grievance, the aggrieved may file the grievance directly at Level Two of the grievance procedure with the Superintendent.

ARTICLE 5 - EVALUATION

- A. No material originating after original employment shall be placed in a teacher's personnel folder unless the teacher has been notified. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign materials placed in his or her personnel file, such signature shall be understood to indicate his or her awareness of the material, but in no instance will said signature be interpreted to mean that the teacher agrees with the content of the material.
- B. In no situation will any anonymous complaint be placed in a teacher's personnel folder.
- C. No teacher shall be reprimanded or have any statement relative to poor service conduct or character placed in his/her personnel folder without just cause.

ARTICLE 6 - INSURANCE BENEFITS

- A. Beginning September 1, 2024, the Board will offer each teacher the opportunity to enroll in a High Deductible Health Plan with Health Savings Account ("HDHP/HSA") with the following design features:

Deductible	In & Out Combined \$2,500/\$5,000
Coinsurance	In-Network = 100%/0% Out-of-Network = 70%/30%
Rx Copays	Deductible, then \$5/\$25/\$40
Medical and Rx Out of Pocket Max	Medical & Rx Combined In-Network = \$3,500/\$7,000 Out-of-Network = \$5,000/\$10,000

1. The Board will contribute 50% (one thousand two hundred fifty dollars (\$1,250)) of the HSA deductible amount for single coverage and 50% (two thousand five dollars (\$2,500)) of the HSA deductible amount for two person/family coverage:
 2. For the 2024-25 school year, the Board's contribution toward the HSA deductible will be deposited into each teachers' HSA account in a single installment on the first payroll date in September of 2024.
 3. For each school year thereafter, the Board's contribution toward the HSA deductible will be deposited into the HSA accounts in two installments, the first installment shall be deposited on the first payroll date in September and the second installment shall be made in the first payroll date in January of each school year.
 4. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.
- B. The Board shall offer dental insurance with the same administration, level of benefits, services and coverage as either the CIGNA Full-Service Dental with Rider A or CIGNA Flex Dental Plans currently in effect. For informational purposes, a summary of these dental benefits is set forth in Appendices B-1 and B-2.
- C. The Board will continue to offer an I.R.S. Section 125 pre-tax conversion which shall allow employees to meet any required insurance premium contribution and also include a medical care account for those employees not selecting the HSA and a dependent care account option for all employees. Election to participate in such plans shall be at the option of the employee.
- D. The Board shall provide life insurance for teachers at one (1) times the teacher's annual salary rounded up to the next highest \$1,000, for example, \$21,100 in annual salary to \$22,000 in life insurance. In providing such coverage the District must adhere to all policy guidelines based on carrier requirements and policy.

- E. For teachers who are employed less than full-time, the Board's contribution towards the Board's portion of the total (including any HSA deductible) cost of insurance shall be proportionate to the amount of time the teacher works on a weekly basis, e.g., one-half time teacher - one-half of the Board's cost of the insurances for a full-time teacher, four-fifths time teacher - Board to pay four-fifths of the insurance cost, etc.
- F. The Board may, with reasonable advance notice to the Association, change insurance carriers or self-insure for all of or for some of the aforementioned insurances provided that such modification substitutes benefits substantially equivalent to or better than the benefits in this Agreement on an overall plan benefit basis. In each case where the name of a particular company or a specific plan has been used in this Article, the intent is to indicate a general type of insurance and not to establish a relationship with one particular company or with any specific plan.
- G. Teachers who retire from the Oxford School System shall have the right to purchase, at their expense and at the prevailing group rate, any or all of the health benefits specified in this Article of the Agreement provided the policy carrier allows such purchase at such rate. (Only those teachers who retired prior to September 1, 1999 and who have been actively and continuously enrolled in the life insurance plan since retirement may continue to purchase this life insurance; and only at the amount which they purchased the life insurance when they retired, provided the policy carrier allows such purchase at such rate.) The teacher must deliver to the Board a check payable to such policy carrier representing payment for the teachers coverage. The check must be in the possession of the Board no later than ten (10) days prior to the date when payment is due and payable to the carrier. The Board assumes no responsibility for coverage under this paragraph in the event payment is not made in accordance with the paragraph.
- H. Notwithstanding the above, full time teachers hired by the Board on or before June 30, 2004 may elect to waive, in writing, all health insurance coverages provided for under Section A and in lieu thereof, may receive an annual payment of two thousand dollars five hundred dollars (\$2,500) in cash. Payment to those employees waiving such coverage shall be made in equal payments during the months of January and June. Written notice of intention to waive insurance coverage must ordinarily be sent to the Superintendent or his or her designee not less than thirty calendar days before such waiver is to take effect, provided, however, that the Superintendent may waive said 30-day period at his or her discretion, and subject, however, to any regulations or restrictions which may be prescribed by the appropriate insurance carriers. Any teacher may elect to resume Board-provided insurance coverage upon written notice to the Board of Education. Upon receipt of such notice, insurance coverage shall be reinstated as soon as possible, subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Election to waive insurance and/or election to resume coverage during the school year shall result in a proration of the above referenced annual payment.

Payment for insurance waiver for less than full time teachers shall be made by the Board in the same proportion as it pays for insurances for said teachers as set forth in Section C; e.g., one-half time teacher, \$1,250 waiver; four-fifths time teacher, \$2,000 waiver.

- I. September 1, 2024 through August 31, 2025: the Board of Education shall pay 78.5% of the health insurance premiums for full time teachers and their dependents and the employee shall pay 21.5% of such cost.

September 1, 2025 through August 31, 2026: the Board of Education shall pay 78.5% of the health insurance premiums for full time teachers and their dependents and the employee shall pay 21.5% of such cost.

September 1, 2026 through August 31, 2027: the Board of Education shall pay 78% of the health insurance premiums for full time teachers and their dependents and the employee shall pay 22% of such cost.

- J. In negotiations for a successor to this collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account set forth above in this Section A to be the baseline for such negotiations, and the parties shall consider the following additional factors:

- Trends in health insurance plan design outside of the SPP;
- The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

Should such negotiations be submitted to arbitration for resolution, the arbitration panel shall consider the foregoing in applying the statutory criteria in making its ruling.

ARTICLE 7 - SICK LEAVE

- A. Fifteen (15) days of sick leave shall be given each September to each teacher, to a maximum of 183 days. Teachers shall carry forward from academic year to academic year, not more than 168 sick days. Teachers who are hired during an academic year shall be credited with sick leave on a pro-rated basis in accordance with the following accrual schedule: Teachers hired after the start of the school year but prior to October 1st shall be granted fourteen (14) days of sick leave; teachers hired on or after October 1st but before November 1st shall be granted twelve (12) days of sick leave; teachers hired on or after November 1st but before December 1st shall be granted eleven (11) days of sick leave; teachers hired on or after December 1st but before January 1st shall be granted nine (9) days of sick leave; teachers hired on or after January 1st but before February 1st shall be granted eight (8) days of sick leave; teachers hired on or after February 1st but before March 1st shall be granted six (6) days of sick leave; teachers hired on or after March 1st but before April 1st shall be granted five (5) days of sick leave; teachers hired on or before April 1st but before May 1st shall be granted three (3) days of sick leave, and teachers hired on or after May 1st but before the end of the school year shall be granted two (2) days of sick leave.
- B. By October 1st of each year, the Superintendent will provide each teacher with individual notice of his/her accumulated sick leave.
- C. Medical certification may be required to substantiate the use of sick leave if a teacher is absent for more than five (5) consecutive work days or where abuse of sick leave is reasonably suspected based upon a teacher's pattern of sick leave usage or upon the basis of objective information that has come to the attention of the Administration. Suspicion shall not be arbitrary or capricious.

- D. 1. There shall be a sick leave "bank" (bank), of which all teachers shall be members. A teacher withdrawing his/her membership in the bank will not be able to withdraw any contributed days. Teachers shall join the bank unless they annually execute an "opt out" form.
2. In the event the number of sick leave days in the bank drops below ninety (90) days, each member of the bank shall contribute one (1) day from their available sick leave accumulation to replenish the bank. However, a teacher shall not be permitted to contribute more than two (2) sick leave days per school year. Teachers may not donate if such donations reduces his/her available sick days to fewer than 15 days.
3. A sick leave bank committee consisting of two representatives selected by the Superintendent and two selected by the Association shall be established to determine applicant's eligibility for sick leave days from the bank and the number of days to be granted. The committee shall be responsible for keeping all records related to the sick leave bank. An affirmative vote by at least three of the four persons on the committee is needed to grant sick leave bank days to an applicant.
4. A teacher may be granted up to ninety (90) sick leave days from the bank per school year.
5. Eligibility for sick leave days from the bank shall be based on a serious illness or injury preventing the teacher from working. The presence of a serious illness or injury shall be documented by a medical report from the teacher's physician.
6. No days may be granted from the bank unless the employee has exhausted his/her accumulated sick leave. However, if it appears imminent a teacher will exhaust his/her accumulated leave, the request for days may be made in advance so that no interruption in the teacher's regular pay occurs. The bank shall not be used in conjunction with any other leave.
7. The decisions of the sick leave bank committee shall not be subject to a grievance or any other collateral attack.
8. No days may be donated to a specific individual.
9. The days in the sick leave bank shall never exceed 270 days.

ARTICLE 8 - PERSONAL LEAVE

A. Leave Generally

Teachers shall be entitled to five (5) days of personal leave annually, non-accumulative, with full pay. Teachers who are hired during an academic year shall be credited with personal leave on a pro-rated basis in accordance with the following accrual schedule: Teachers hired after the start of the school year but prior to November 1st shall be granted four (4) days of personal leave; teachers hired on or after November 1st but prior to January 1st shall be granted three (3) days of personal leave; teachers hired on or after January 1st but prior to March 1st shall be granted two (2)

days of personal leave, and; teachers hired on or after March 1st but before May 1st shall be granted one (1) day of personal leave.

Personal leave days may be used for any reason at the discretion of the teacher pursuant to the prior notice provisions of paragraph B of this article, provided however that applications for the use of personal leave at the beginning or end of any holiday weekend or school recess period will only be approved for compelling reasons. Prior approval shall not be required for graduation exercises for a teacher or his or her immediate family members.

B. Application

Application for such leave must be made to the principal in writing at least forty-eight (48) hours in advance. Exceptions to this time limit may be made in emergencies by the Superintendent, or in his or her absence, by the principal.

C. Professional Leave

When in the judgment of the Superintendent, it is evident that convention or conference attendance or the observation of an activity in another school building or school system will contribute to the effectiveness of the instructional program, the Superintendent shall grant convention or conference leaves, or permission to observe an activity in another school building or school system to teachers without loss of pay, and the Board agrees to reimburse such teachers for approved expenses incurred in such attendance or observation.

D. Childrearing Leave

The Board and the Association agree that it is the expressed and limited purpose of this leave to provide a qualifying teacher the opportunity to raise his/her child for a period of time described herein. This is the sole and exclusive purpose of this leave. Teachers on such leave shall not teach for the duration of the leave. This leave shall be granted as prescribed in the following procedures:

1. After one year of employment in the Oxford School System, any certified professional employee shall be entitled upon written request, submitted to the Superintendent of Schools, to an extended leave without pay, for the purposes of childrearing, apart from any period of childbirth disability leave. An employee shall be entitled to such leave for a period not less than the remainder of the school year and not to exceed twenty (20) calendar months. However, the teacher shall return from leave only the first day of the work year commencing within the twenty (20) calendar month maximum leave period. The establishment of the actual date of return from leave shall be established within thirty (30) days of the Superintendent's receipt of such a leave request. Leaves of this nature must be requested in the school year during which a child is born, adopted, or placed as a foster child and shall, whenever possible, cause no interruption between the commencement of the leave and the birth, adoption, or foster placement of the child, except that such leave shall not be used to diminish a period of temporary disability occurring as a result of pregnancy.
2. Childrearing leave shall be further subject to the following provisions:

- a. Teachers requesting leave shall submit no less than thirty (30) days written notice, whenever possible, of the anticipated date of ending performance of duties. In any event, the leave shall not be requested more than thirty (30) days after the birth, adoption, or foster placement of the child. This specific provision of Article 8 E.2.(a) may be waived by mutual written agreement between the Board and Association.
- b. All insurance benefits, either in whole or in part, shall be available to the employee, at the group rates in effect. The employee shall prepay the Board by the first of each month for that month's benefits. It is understood that participation in a portion of the insurance benefits offered by the Board of Education must be with the approval of the insurance carrier(s).
- c. The teacher shall advance on the salary schedule if the teacher has worked one-half (½) or more, of the last worked school year provided that step advancement is provided for the bargaining unit as a whole in that year of the agreement.
- d. Any bargaining-unit employee employed by the Board of Education to fill the position of any certified professional employee on leave shall be notified, in writing, by the Superintendent of Schools, at the time of employment that said person's contract may terminate upon the return to active service of the employee on leave whose position is being temporarily filled.
- e. Such leave may be prematurely terminated by mutual written agreement between the teacher on leave and the Superintendent of Schools.
- f. Upon return from childrearing leave, a teacher may be assigned, if qualified and at the discretion of the Superintendent of Schools, to an open position in the school system or as a replacement for a teacher who is leaving the school system or retiring.

E. General Leave

Any teacher may, upon written request to the Superintendent of Schools, request an unpaid General Leave. Such leave may be granted to allow teachers to address unique personal situations including but not limited to health reasons beyond accumulated sick and Family and Medical Leave entitlements, childrearing and continued educational opportunities. Teachers must provide sufficient written documentation supporting the request for leave.

Requests for General Leave of less than 20 school days may be granted by the Superintendent of Schools. Requests for General Leave of 20 school days or more must be approved by the Superintendent of Schools and the Board of Education. While on such leave, the teacher may be covered by the insurance benefits described in this Agreement, Article 6, provided the teacher pays for said benefits 100% of all applicable insurance premiums. Upon return from such leave, the teacher shall be placed either in the same position held at the commencement of said leave, or in an equivalent position, and all benefits, rights, and privileges provided by the Agreement shall be restored. No decision made to grant or deny in whole or in part any leave requested pursuant to this section shall be subject to the contract grievance procedure notwithstanding any other provision of this contract to the contrary. Nothing in this Agreement shall restrict or impair the

District's obligation to provide leave where required to do so by law. Failure to return to employment upon expiration of the leave of absence shall be deemed to be a resignation.

F. Return From Leave

Teachers on childrearing leave for the remainder of the school year as provided in Section F of this Article or on general leave for the remainder of the school year as provided in Section G of this Article, must notify the Superintendent of Schools in writing of their intent to return to the district in the following school year or of their request for an extension of the leave not later than May 1 of the school year in which the leave is taken.

- G. A teacher may accumulate a total of up to three (3) days of unused personal leave, to be used solely for the purpose of taking leave related to the birth, foster or adoption of a child (i.e. child rearing leave). Those three (3) days must be taken within two (2) weeks of the birth, foster or adoption of the teacher's child. (Thus, in a given year, a teacher could have available five (5) days of personal leave for the current year and a total of up to three (3) days accumulated from a prior year or years, with such three (3) days to be used solely for the purpose of taking child rearing leave).

ARTICLE 9 - SABBATICAL LEAVE

- A. Sabbatical leave at one-half pay for one school year may be granted under the following conditions:

1. To be eligible, a teacher must hold a professional teaching certificate and have taught for seven years in the Oxford School System.
2. No more than one full-time equivalent teacher shall be granted sabbatical leave in any school year. Any such sabbatical leave shall total not more than one sabbatical year per school year.
3. Any teacher granted sabbatical leave must agree to teach in the Oxford School System during the two school years immediately following the sabbatical leave as a condition of receiving the sabbatical leave. The teacher will be required to sign a written agreement acknowledging his or her obligation to teach in the Oxford school system during the two school years immediately following the sabbatical leave; and to agree to repay to the Oxford school system the entire amount of pay received by said teacher from the Oxford Board of Education during the term of said sabbatical in the event the teacher fails to satisfy the teaching obligation. Said agreement shall also provide that in the event the teacher fails and/or refuses to repay said amount, then the teacher shall also be liable to the Board for the reasonable costs of collection, which shall be limited to court filing fees, reasonable attorneys' fees, if the Board is required to commence civil action to enforce the teacher's agreement to repay. Notwithstanding the foregoing, the repayment obligation shall be forgiven in the event of death of the teacher; and the two year teaching obligation shall be tolled for the duration of a serious illness which prevents the teacher's employment; provided, further, however, that the Board may require the remainder of the teaching obligation to be satisfied when the teacher is fit to return to work.
4. Program planned during sabbatical leave must be of education value to the Oxford School System and have the recommendation of the Superintendent and approval by the Board of Education.

5. Failure to diligently follow the planned program shall result in the cancellation of sabbatical leave payments.
6. All insurance benefits, either in whole or in part, shall be available to the employee, at the group rates in effect. The employee shall prepay the Board by the first of each month for that month's benefits. It is understood that participation in a portion of the insurance benefits offered by the Board of Education must be with the approval of the insurance carrier(s).

ARTICLE 10 - JURY DUTY

Any teacher called for jury duty shall be allowed additional leave for this purpose, provided the Superintendent shall be notified immediately upon notice of call. This leave shall not be deducted from sick leave or personal leave and the teacher shall be paid the regular salary minus that amount paid to the teacher for jury duty.

ARTICLE 11 - DUTY FREE LUNCH

Except in emergencies, all teachers will have an uninterrupted lunch period daily during which time they will be free of school responsibilities. Teachers are free to leave the school during their lunch period with prior notice to the principal's office. Reasons do not have to be stated.

ARTICLE 12 - NON-TEACHING DUTIES

- 1) Teachers may be assigned non-teaching duties for up to one period each day.
- 2) No homeroom teacher in grades K-5 shall be required to perform (a) selling and collection of lunch tickets; (b) morning bus duties; and (c) after lunch recess duty unless the teacher's presence is required due to extenuating circumstances.

ARTICLE 13 - UNASSIGNED, PLANNING AND CLASS PERIODS

- A. No teacher teaching at Oxford Middle School or Oxford High School shall be assigned more than five (5) academic teaching periods per day.

No special area subject teacher shall be regularly assigned more than twenty-five (25) instruction periods per week.

Any qualified and certified teacher, including a special area teacher, may volunteer to teach a sixth period subject to the following conditions, for the duration of the school year:

1. The Board must post and provide equal opportunity for current staff members to teach the additional class.
2. The teachers will teach the class in lieu of a duty.

3. The teacher will be paid \$6,000 for sixth period teaching for an entire academic year. Such amount shall be subject to appropriate proration for sixth period teaching for less than a full academic year.
- B. During traditional eight (8) period schedules the board will provide no less than one continuous 40 minute prep period for each teacher per full school day. While block scheduling is in effect, teachers shall receive one self-directed, full length academic preparation period on a day they teach 3 full classes. On a day they teach only 2 classes they shall receive one self-directed half length preparation period and one-half non-prep period. This non-prep period may include professional learning community ("PLC"), common planning time, school committees, PPTs, or other structured time assigned by the administration, but shall not be used as a traditional extra duty such as study hall, bus duty, café duty, bathroom duty or late arrival. The listing of traditional extra duties in this section is not meant to be exclusive.
- C. The Board will provide no less than one (1) continuous forty (40) minute preparation period per teacher per full school day.
- D. During preparation periods, a teacher shall be free from normal classroom duties to plan and prepare for class activities. Said planning and preparation shall occur at the teacher's school, except that the teacher's principal may authorize such planning and preparation to be done at any other Oxford School.
- E. No homeroom teachers will be assigned a preparation period during student arrival or departure time.
- F. The Board, Administration and the Association realize the educational need to keep class sizes reasonably small consistent with individual student needs. The parties also agree that optimum goals for class sizes shall be grades K-3 - 20 students, grades 4-12 - 25 students. In order to reach these goals, the parties will meet according to this procedure prior to April 1 of the ensuing school year, and after October 1, of the current school year to discuss the class sizes and problems that may arise. Recommendations from these meetings will be made to the entire board concerning possible methods to be used in achieving the aforementioned goals.

ARTICLE 14 - POSTING OF OPEN POSITIONS

- A. Vacancies shall mean all openings of bargaining unit positions and extra pay positions within the school system and shall be filled pursuant to the following procedures:
 1. All vacancies shall be publicized throughout the school system as set forth in this Article. A copy of each posting shall be e-mailed to each teacher and to the Association President and posted on the District website. Postings shall be made as far in advance of the date of filling such openings as possible (preferably at least ten (10) days in advance and in no case less than four (4) days in advance) except in situations where such opening becomes vacant as the result of unforeseen circumstances where in this situation, the position may be temporarily filled immediately. The duration of such temporary assignment shall end as provided for in this Article's Section 6.

2. Said posting notice shall set forth the qualifications required for the position; the salary, if any, for the position; the anticipated date on which the applicants can expect to begin their duties; and, the application deadline. Teachers who desire to apply for said opening must file with the Superintendent, their written application within the time limit specified in the posting notice. No application deadline shall be less than four (4) days after the date on which said notice has been posted.
3. Among applicants for a vacancy substantially equal in qualification, preference will be given to the Oxford teacher. If there is more than one Oxford teacher among those substantially equal in qualification, preference will be given to the most senior teacher.
4. Where a need to fill an opening arises during the summer months, written notification shall be made to the Association President and to all teachers certified for the opening who, prior to the last day of school in June, have requested to be placed on the summer mailing list of postings. Prior to August 15th teachers shall have two (2) weeks to apply, in writing, for the opening. On and after August 15th teachers shall have one (1) week to apply, in writing, for the opening. Communication and application via e-mail will be considered to be in writing.
5. The Superintendent and/or Board shall determine which of the applicants are qualified for the position.
6. Under most circumstances, assumption of a posted position shall become effective as specified on the posting notice; however, the Superintendent may delay the effective date in order to prevent undue disruption of the educational program until such time as he/she deems appropriate; however, such delay shall in no case extend beyond the beginning of the school year immediately subsequent to the filling of the vacancy.
7. A teacher holding a durational shortage may apply for an open position as long as: (1) such position is covered by such permit; (2) after such position has been posted for no less than ten (10) days, no member of the bargaining unit holding a certification for such position applied and is chosen; and (3) at the discretion of the Superintendent, he or she is qualified for the position. For purposes of paragraph 3 of this Article, a teacher holding a durational shortage permit will be considered less senior than any certified staff member.
8. The Board shall notify the President of the Association of any newly filled paid OEA bargaining unit position at the time that such position is accepted by the candidate.
9. For purposes of this Article, the term "day" shall have the same meaning as in Article 4, Grievance Procedure.

ARTICLE 15 - TEACHER ASSIGNMENT AND TRANSFER

A. Assignments

1. Teachers and the Association President shall be notified in writing as soon as possible, but not later than fifteen (15) business days following Town approval of the Board budget, of any changes in their programs and class assignments for the ensuing school year, including the schools to which they will be assigned, the grades and/or subjects and/or levels that they will

teach, any special or unusual classes or assignments. In the event of a change of circumstances or conditions, such assignments may be changed as required to meet the situation, and notice thereof shall be given to the teacher, in writing, with a copy to the Association President within two (2) weeks of the change in circumstances. For purposes of this Article, notification via email shall be deemed to be notification in writing.

2. No later than August 1, all elementary teachers (Pre-K-5) shall be provided with their tentative class rosters.

B. Transfers

1. Voluntary Transfers

- a. Teachers who desire a change in grade/or subject assignment or who desire to transfer to another building shall file a written statement of the desire with the office of the Superintendent not later than May 1 of any school year. Such statements shall include the grade and/or subjects to which the teacher desires to be assigned and the school or schools (in order of preference) to which (s)he desires to be transferred. Teachers who submit such request and who have not withdrawn such requests by July 1 of the current year, will be transferred if an opening exists or becomes available prior to the start of the subsequent school year subject to the provisions of Article 14, Section 3, except in extraordinary circumstances as determined by the administration in light of all surrounding factors and after consultation with the OEA. Prior to the close of the school year, under normal conditions, the Superintendent shall, upon request, make available a list of those teachers receiving transfers.
- b. In the determination of assignments and transfers, the Superintendent of Schools will consider the following in the following order:
 1. The best interests of the school system;
 2. The instructional requirements of the pupils;
 3. Experience at or near grade level;
 4. The convenience and wishes of the teacher;
 5. Seniority.

2. Transfer by the Principal

- a. No teacher shall be involuntarily transferred to a different grade/subject within a school without being afforded the opportunity to meet with the principal to discuss the reasons for the transfer.
- b. In determining the teacher to be involuntarily transferred between grades (transfer by the Principal) the following criteria will be considered: certification; experience at or near grade/subject level; the best interests of the school system. If two or more teachers are

equal with reference to the above criteria, seniority will prevail; i.e., the least senior teacher would be transferred.

3. Transfer by the Superintendent

- a. No teacher shall be involuntarily transferred to a different school without prior notice and without being afforded the opportunity to meet with the Superintendent to discuss the reasons for the transfer.
- b. In determining the teacher to be involuntarily transferred between schools (transfer by the Superintendent), the following criteria will be considered: certification; experience at or near grade/subject level; the best interests of the school system. If two or more teachers are equal with reference to the above criteria, seniority would prevail; i.e., the least senior teacher would be transferred.

4. Teacher Indication of Intent

Teachers will be given an opportunity to indicate their interest in a vacancy as a result of the budget process before involuntary transfers are made.

ARTICLE 16 - DEGREE DEFINITIONS

- A. The salary schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions:

Bachelors: A baccalaureate degree earned at an accredited college or university.

Masters: A Master's degree earned at an accredited college or university. Teachers hired on or before August 31, 2024 shall be eligible for new or continued placement on the Masters' degree lane as long as they have obtained a baccalaureate plus thirty credit hours.

Sixth Year: A Sixth Year certificate earned at an accredited college or university. Teachers hired on or before August 31, 2024 shall be eligible for new or continued placement on the Sixth Year certificate lane as long as they have obtained a Masters' degree plus thirty credit hours earned in the teacher's field of education, or other field subject to the Superintendent's prior approval.

Course of study and/or credits must be relevant to the teacher's position/responsibilities, be taken at an accredited university and the course of study/credits are preapproved by the Superintendent.

- B. No teacher shall advance to the next highest column on the salary schedule either in August/September or February unless he/she has first notified the Board in writing prior to February 15 of the preceding school year of his/her intention to complete such requirements. For payment to be effective from the start of the school year, official transcripts must be received by the Superintendent no later than November 30 for coursework completed prior to the start of the school year. For payment to be effective in February, official transcripts must be received by the Superintendent no later than April 30 for coursework completed by January.

- C. A stipend of \$35.00 will be added to the teacher's salary scale for teachers employed by the Oxford School System prior to June 30, 1992, for each additional credit earned beyond the Bachelor's or Master's degree before June 30, 1992. Evidence must be on file in the Superintendent's office before September 1, 1992. In no case shall credit compensation exceed 85% of the difference between the teacher's pay step and the equivalent step of the next higher column.
- D. Any eligible employee who has received and earned a Doctoral degree shall receive an annual stipend of \$3,000 payable by June 30th of each year. To be eligible for said stipend, the employee must receive the Doctoral degree in a program from a recognized, accredited university, directly related to his or her certification and subjects currently taught, and as to employees who do not have a Doctoral degree as of September 1, 2010, said program is approved in advance in writing by the Superintendent.

ARTICLE 17 - PLACEMENT ON THE SALARY SCHEDULE

At time of hire, the Superintendent has discretionary authority over initial step placement on the Salary Schedule, taking into consideration the following:

- A. Degree status as defined under "Degree Definitions" Article 16.
- B. Credit may be granted for previous and recent teaching experience in public and non-public schools.
- C. Up to four (4) years of credit for active service in the Armed Forces of the United States, if discharge is in good standing.
- D. The Superintendent may grant up to five (5) years of credit for related non-teaching experience.

ARTICLE 18 - SALARY PAYMENTS

- A. All teachers shall have the option of being paid bi-weekly, beginning on the first Friday after the opening day of school, on either:
 - 1. Ten Month Basis - Twenty-two (22) paychecks
 - 2. Twelve Month Basis - Twenty-six (26) paychecks
 - 3. Twelve (12) Month Basis - 22 paychecks the last of which would include payment due during the summer months.
- B. Teachers working less than full-time shall be paid on the salary schedule in direct proportion to the amount of time they work weekly; e.g., 1/2 time work - 1/2 time pay; 4/5 time work - 4/5 pay, etc.
- C. Teachers who have appropriately notified the payroll office will be able to have all regular paychecks directly deposited to their banking institution.

- D. All teachers will receive an e-mail notice prior to the beginning of the school year which shall include each teacher's step and degree lane for the upcoming school year.
- E. As of July 1, 2021, all teachers shall be paid via direct deposit.

ARTICLE 19 - EXTRA PAY FOR EXTRA DUTY

- A. Extra duty stipends in effect as of September 1, 2024 are listed in the attached Appendices C-1, C-2 and C-3.

STIPEND TIER **NON ATHLETIC**

	<u>2024-2027</u>	<u>CRITERIA</u>
A	\$1,000	Average 1 day per week for 15 weeks. Culminating event or events, possible travel.
B	\$2,000	Average 1 day per week for 30 weeks, show, competition, product or other culminating event.
C	\$3,000	Average 2 days per week for over 35 weeks, show, competition, product or culminating event
D.	\$4,000	Coordinator of major event or activity for entire school year.

- B. Bargaining-unit members shall be eligible for the following hourly stipends upon written assignment of the Superintendent or his or her designee:

Homebound Instructor	45.00/hr
Curriculum Work	45.00/hr
Summer School	45.00/hr

If more than one teacher shares the duties of any of these positions, the payment shall be apportioned between them.

- C. Teachers who agree to provide substitute class coverage during an assigned prep period shall be paid a base differential of \$25 per class or \$50 per block period. In the event, that the teacher

providing such coverage prepares and teaches a lesson while providing such coverage he or she shall be paid a \$33 per class or \$66 per block period differential rather than the base differential.

- D. Teachers who participate in certain approved activities, such as, but not limited to, student activities, tutorial assignments and disciplinary tasks, shall be compensated for their participation in such activities at the hourly rates listed in the following schedule. The Superintendent shall determine which activities and/or other such assignments shall be paid activities. Teacher participation in these extra-duty assignments shall be voluntary.

2024-27
\$45.00

- E. Effective every May, or upon creation of newly established positions, or upon becoming vacant, extra duty pay positions shall be posted and awarded in accordance with the collective bargaining agreement. The parties agree that this section, providing for annual appointments, satisfies the notice requirements and to the extent legally permissible waives any hearing requirements of Connecticut General Statute §10-222e because each holder of an extra pay for extra duty position is hereby put on notice that their appointment is for a yearly term only, subject to yearly reapplication and selection.
- F. The Superintendent may appoint department heads/lead teachers. Except as otherwise indicated below, vacant Department Chair/lead teachers positions shall be posted and awarded in accordance with Article 14 of the Collective Bargaining Agreement. Department Chairs/lead teachers shall:
- (1) Be appointed for a period of one (1) year, and may be appointed by the Superintendent, if so recommended by the building Principal for an additional one (1) year;
 - (2) Be provided written notification of their status of the following year on or before April 30 of the year in which their appointment shall expire. In the event that the Principal decides not to recommend the appointment of any incumbent to his or her position, the Principal shall provide the individual, in writing, the reasons for such decisions. Communication via e-mail will be considered to be in writing;
 - (3) Be released from duties.
- G. The Superintendent may appoint a teacher in each school to serve as acting building administrator to serve as temporary building administrator in the event of an administrator's absence and the need for administrator coverage. Such appointment must be on a temporary basis and cannot comprise more than 50% of the assigned time for the designated acting administrator. Teachers appointed to serve as building acting administrator shall be paid a \$4,000 annual stipend which shall be payable in equal installments on the payrolls covering January 1st and May 30th of each year.

Vacant acting building administrator positions shall be posted and awarded in accordance with Article 14 of the Collective Bargaining Agreement. Such appointments shall be for a period of one (1) year.

In the event of a designated acting building administrator's absence or inability to serve, the Superintendent or his or her designee may appoint another teacher to serve as acting building administrator on a temporary basis. Any teacher so designated shall be paid a stipend of \$45.00 per hour.

ARTICLE 20 - LONGEVITY STIPENDS

- A. In addition to the Salary Schedule, the Board shall pay to each teacher with fourteen (14) years or more of service, to the Oxford School System, a longevity stipend.

The stipend shall be paid as follows:

1. At the completion of years 14, 15, 16 - \$750 each year
 2. At the completion of years 17, 18 - \$850 each year
 3. At the completion of year 19 and beyond - \$950 each year
- B. The longevity stipend shall have been earned upon the teacher's completion of the school year and shall be paid in one lump sum in July.

ARTICLE 21 - TRAVEL ALLOWANCE

If a teacher is authorized to use a motor vehicle outside the Town of Oxford for authorized school activities, the teacher will be reimbursed for necessary mileage at the prevailing IRS rate per mile. For those teachers whose assignments require them to travel between schools within the Town of Oxford, a calculation will be made for the necessary mileage involved and such teachers will be reimbursed on a monthly basis at the prevailing IRS rate per mile. Requests for mileage or other travel expense reimbursements must be submitted within thirty (30) calendar days of the District-related travel. This requirement shall be waived in extenuating circumstances.

ARTICLE 22 - SEVERANCE PAY

Effective September 1, 1981, any teacher who retires from teaching after service for twenty (20) years, fifteen (15) of which were in the Oxford School System, shall receive twenty-five (25%) percent of his or her accumulated sick leave as severance pay. Such payments shall be based on 1/181st of the employee's annual salary at the time of retirement.

This Article 22 shall only apply to teachers hired prior to July 1, 1994.

Notice must be given by December 31st in the calendar year preceding retirement to be eligible for payment at the beginning of the following school year. Notification given after December 31st in the calendar year preceding retirement will result in the payment being delayed by up to one (1) year.

ARTICLE 23 - SEPARATION AND RECALL PROCEDURES

- A. For the purpose of this Article, the term "teacher(s)" shall mean certified teacher(s) and school administrator(s) employed by the Board and the term "teaching experience" shall mean both teaching and administrative experience as a member of the certified staff.
- B. Should it become necessary to reduce the number of teachers employed by the Board, seniority and certification shall be among the factors in the determination of which teachers shall be laid-off. Seniority is defined to be the amount of time of continuous teaching experience in the Oxford School System that a teacher has. In the event multiple teachers having an equal amount of time of continuous teaching experience in the Oxford School system, the teacher who signed his/her contract first shall be deemed to have more seniority.
- C. Prior to any lay-off, the Association President shall be notified, in writing, by the Board Chairman, of the details of the proposed lay-off; that is, of the number of teachers to be laid-off and the positions which are to be eliminated. Notification via email shall be deemed notification in writing for purposes of this Article.
- D. The President of the Association shall be provided with a list of names of the teachers who are to be laid-off as soon as possible after the Board decides which teachers are to be notified of lay-off or of possible lay-off. Such list will include the number of years of seniority of each teacher and their certification(s) and endorsement(s).
- E. Prior to any lay-off, the Board shall first attempt to reduce the staff through voluntary retirement, resignation or leave of absence.
- F. Nothing herein may be construed as invalidating, modifying or limiting Section 10-151 of the Connecticut General Statutes.
- G. Any teacher who has been terminated because of reduction in force shall have his/her name placed on a recall list for a period to include two (2) full school years immediately following the school year in which the termination took place.
- H. Any teacher on a recall list shall receive a written offer of reappointment at least 10 days prior to the date of reemployment. This teacher shall accept or reject the appointment in writing within 10 days after the above notice is made. In the event any teacher shall reject an appointment, then such teacher's name shall be removed from said list and he/she shall have no further rights pursuant to this Article. The written offer of reappointment shall be sent by certified mail, return receipt requested, to the address on file for the summer months.
- I. Upon reappointment, a teacher shall be entitled to his or her sick leave accumulated while teaching in Oxford.
- J. No new teacher shall be hired in a subject area or grade level until all laid-off teachers from that subject area or grade level have been recalled or declined the opening.

- K. No new teachers shall be hired in a subject area or grade level before teachers who are laid-off from other subject areas or grade levels who may be qualified and who possess the necessary certification, are recalled or decline the opening.

ARTICLE 24 - PAYROLL DEDUCTIONS

- A. In addition to those deductions required by law, the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorization forms.
- B. A list of the approved deductions is as follows:
1. Association dues.
 2. Tax-sheltered annuities.
 3. Waterbury Teachers' Federal Credit Union.
- C. The singular reference to the "Association" in this Article and in Article 25 shall be interpreted as referring to the Oxford Education Association, the Connecticut Education Association and the National Education Association. In the event the Association elects to change the rate of its membership dues it shall give the Board thirty (30) days written notice prior to the effective date of such change.

ARTICLE 25 - DUES DEDUCTION

A. Conditions of Continued Employment

All teachers employed by the Oxford Board of Education shall be granted the opportunity to join the Association.

B. Deductions

The Oxford Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues by means of payroll deductions from the salary of each teacher who voluntarily and in writing submits to the Board a written authorization for such deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year.

C. Subsequent Employment

Those teachers whose employment commences after the start of the school year and who elect to become members of the Association shall pay a pro-rated amount equal to the percentage of the remaining school year.

D. Forwarding of Monies

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.

E. Lists

No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all bargaining unit employees of the Board of Education and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

F. Indemnification

The Association agrees to indemnify and hold the Board harmless from any and all expenses including reasonable attorney's fees, or any other liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section, provided that:

1. The Board shall give the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
2. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

ARTICLE 26 - DURATION

The provisions of this Agreement shall be effective as of September 1, 2024 and remain in full force and effect to and including August 31, 2027.

ARTICLE 27 - WORK YEAR

The work year for teachers is the student school year plus 4 professional development days. Beginning with the 2024-25 school year, all teachers shall be required to attend one Meet the Teacher night which shall be conducted in the same manner as parent teacher conference days including early dismissal. In 2018-19, the student school year set by the Board is 180 days.

The work day for teachers is seven (7) hours and fifteen (15) minutes. All new time can be for professional purposes as directed by the administration.

All teachers shall be required to attend one (1) faculty and up to two (2) grade level/department meetings/subject meetings each month, which meeting shall not add more than one (1) hour to the work day.

For any days that school counselors are required to work after the end of the school year but prior to September 1st the per diem rate of pay shall be commensurate to the current school year contractual salary for each individual respectively. For any days that school counselors are required to work after September 1st but before the new school year begins the per diem rate of pay shall be commensurate to the new school year contractual salary applicable to each individual respectively. Per-diem payments shall be appropriately pro-rated for partial days of work for the school counselor.

ARTICLE 28 - TEACHER PROTECTION

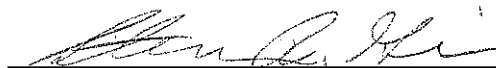
- A. Teachers shall report immediately in writing to their Principal and to the Central Office all cases of assault or threats of assault suffered by them in connection with their employment.
- B. In an effort to deter such incidents, the Administration and the Association agree to meet annually to address Student Discipline issues. Additionally, the Administration and the Association agree to meet and develop plans of action to deal with potential emergency situations.

ARTICLE 29 - SEVERABILITY


In the event that any provisions or portions of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

SIGNATURE BLOCK

IN WITNESS WHEREOF, the Board and the Association have agreed to the above contract terms on this 8th day of November, 2023, and do affix their proper signature below.



FOR THE OXFORD EDUCATION
ASSOCIATION



FOR THE OXFORD BOARD OF
EDUCATION

APPENDIX A-1

2024-25 Teacher Salary Grid

Step	BA	MA	6 th
3	50,041	52,838	55,915
4	51,913	54,814	58,007
5	54,429	57,467	60,815
6	57,068	60,250	63,760
7	59,836	63,167	66,847
8	62,738	66,226	70,083
9	65,781	69,433	73,477
10	68,972	72,794	77,035
11	72,317	76,318	80,765
12	75,823	80,013	84,673
13	79,502	83,781	88,661
14	82,824	88,245	93,384
15	87,458	94,389	99,884
16	89,961	97,195	102,853

Teachers who are not on the maximum step advance one step on the 2023-24 salary schedule. Step 2 was eliminated. The salaries were increased by 1.28% exclusive of step.

APPENDIX A-2

2025-26 Teacher Salary Grid

Step	BA	MA	6th
3	50,787	53,625	56,748
4	52,687	55,631	58,871
5	55,240	58,323	61,721
6	57,918	61,148	64,710
7	60,728	64,108	67,843
8	63,673	67,213	71,127
9	66,761	70,468	74,572
10	70,000	73,879	78,183
11	73,395	77,455	81,968
12	76,953	81,205	85,935
13	80,687	85,029	89,982
14	84,058	89,560	94,775
15	88,761	95,795	101,372
16	91,301	98,643	104,386

Teachers who are not on the maximum step advance one step on the 2024-25 salary schedule. Salaries were increased by 1.49% exclusive of step.

APPENDIX A-3

2026-27 Teacher Salary Grid

Step	BA	MA	6th
3	51,747	54,639	57,821
4	53,683	56,682	59,984
5	56,284	59,425	62,888
6	59,013	62,304	65,933
7	61,876	65,320	69,125
8	64,876	68,483	72,471
9	68,023	71,800	75,981
10	71,323	75,275	79,661
11	74,782	78,919	83,517
12	78,407	82,740	87,559
13	82,212	86,636	91,683
14	85,647	91,253	96,566
15	90,439	97,606	103,288
16	93,027	100,507	106,359

Teachers who are not on the maximum step advance one step on the 2025-26 salary schedule. Salaries were increased by 1.89% exclusive of step.

APPENDIX B-1

Cigna Dental Benefit Summary
Oxford Board of Education – Full Plan with
Rider A
Plan Renewal Date: 07/01/2023



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.

Cigna Dental PPO				
Network Options	In-Network: Total Cigna DPPO Network		Non-Network: See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Reimbursable Charge	
Calendar Year Benefits Maximum Applies to: Class I, II & III expenses	Unlimited		Unlimited	
Calendar Year Deductible Individual Family	\$0 \$0		\$0 \$0	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Emergency Care to Relieve Pain	100% No Deductible	No Charge	100% No Deductible	No Charge
Class II: Basic Restorative Restorative: fillings Endodontics: minor and major Oral Surgery: minor Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments Crowns: prefabricated stainless steel / resin	100% No Deductible	0% No Deductible	100% No Deductible	0% No Deductible
Class III: Major Restorative Space Maintainers: non-orthodontic Oral Surgery: major Inlays and Onlays Crowns: permanent cast and porcelain	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
Benefit Plan Provisions:				
In-Network Reimbursement	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
Non-Network Reimbursement	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 85th percentile of all provider submitted amounts in the geographic area. The dentist may balance bill up to their usual fees.			
Cross Accumulation	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			
Calendar Year Benefits Maximum	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.			
Calendar Year Deductible	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.			
Late Entrant Limitation Provision	No coverage until the next open enrollment period. This provision does not apply to new hires.			
Pretreatment Review	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.			

Alternate Benefit Provision	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses.
Oral Health Integration Program*	The Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with certain medical conditions. There is no additional charge to participate in the program. Those who qualify can receive reimbursement of their coinsurance for eligible dental services. Eligible customers can also receive guidance on behavioral issues related to oral health. Reimbursements under this program are not subject to the annual deductible, but will be applied to the plan annual maximum. For more information on how to enroll in this program and a complete list of terms and eligible conditions, go to www.mycigna.com or call customer service 24/7 at 1-800-Cigna24.
Timely Filing	Out of network claims submitted to Cigna after 365 days from date of service will be denied.
Restorative: fillings	Includes composite fillings on all teeth.
Benefit Limitations:	
Oral Evaluations/Exams	2 per calendar year.
X-rays (routine)	Bitewings: 2 per calendar year.
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months.
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy.
Fluoride Application	2 per calendar year for children under age 19.
Space Maintainers	Limited to non-orthodontic treatment for children under age 19.
Inlays and Crowns	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Denture and Bridge Repairs	Reviewed if more than once.
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation.
Benefit Exclusions:	
Covered Expenses will not include, and no payment will be made for the following:	
Procedures and services not included in the list of covered dental expenses;	
<ul style="list-style-type: none"> • Diagnostic: cone beam imaging; • Sealants: per tooth; • Anesthesia: general and IV sedation; • Periodontics: minor and major; • Bridges and Dentures; Core Build-Ups; Occlusal Guards; Brush Biopsy; • Preventive Services: instruction for plaque control, oral hygiene and diet; • Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars; • Periodontics: bite registrations; splinting; • Prosthodontic: precision or semi-precision attachments; • Implants: implants or implant related services; Prosthesis Over Implant • Orthodontics: orthodontic treatment; • Procedures, appliances, or restorations, except full dentures, whose main purpose is to change vertical dimension, diagnose or treat conditions of dysfunction of the temporomandibular joint (TMJ), stabilize periodontally involved teeth or restore occlusion; • Athletic mouth guards; • Services performed primarily for cosmetic reasons; • Personalization or decoration of any dental device or dental work; • Replacement of an appliance per benefit guidelines; • Services that are deemed to be medical in nature; • Services and supplies received from a hospital; • Drugs: prescription drugs; • Charges in excess of the Maximum Reimbursable Charge. 	

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Product availability may vary by location and plan type and is subject to change. All group dental insurance policies and dental benefit plans contain exclusions and limitations. For costs and details of coverage, review your plan documents or contact a Cigna representative.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company (CHLIC), Connecticut General Life Insurance Company, and Cigna Dental Health, Inc.

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APPENDIX B-2

Cigna Dental Benefit Summary Oxford Board of Education – Flex Plan Plan Renewal Date: 07/01/2023



Insured by: Cigna Health and Life Insurance Company

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Cigna Dental PPO				
Network Options	In-Network: Total Cigna DPPO Network		Non-Network: See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Reimbursable Charge	
Calendar Year Benefits Maximum Applies to: Class I, II & III expenses	\$2,000		\$2,000	
Calendar Year Deductible Individual Family	\$25 \$75		\$25 \$75	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Space Maintainers: non-orthodontic Emergency Care to Relieve Pain	100% No Deductible	No Charge	100% No Deductible	No Charge
Class II: Basic Restorative Restorative: fillings Endodontics: minor and major Oral Surgery: minor and major Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments	80% No Deductible	20% No Deductible	80% No Deductible	20% No Deductible
Class III: Major Restorative Periodontics: minor and major Inlays and Onlays Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures Prosthesis Over Implant	50% After Deductible	50% After Deductible	50% After Deductible	50% After Deductible
Class IV: Orthodontia Coverage for Employee and All Dependents Lifetime Benefits Maximum: \$1,000	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
Benefit Plan Provisions:				
In-Network Reimbursement	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
Non-Network Reimbursement	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 85th percentile of all provider submitted amounts in the geographic area. The dentist may balance bill up to their usual fees.			
Cross Accumulation	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			
Calendar Year Benefits Maximum	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.			
Calendar Year Deductible	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.			
Late Entrant Limitation Provision	No coverage until the next open enrollment period. This provision does not apply to new hires.			
Pretreatment Review	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.			

Alternate Benefit Provision	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses.
Oral Health Integration Program*	The Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with certain medical conditions. There is no additional charge to participate in the program. Those who qualify can receive reimbursement of their coinsurance for eligible dental services. Eligible customers can also receive guidance on behavioral issues related to oral health. Reimbursements under this program are not subject to the annual deductible, but will be applied to the plan annual maximum. For more information on how to enroll in this program and a complete list of terms and eligible conditions, go to www.mycigna.com or call customer service 24/7 at 1-800-Cigna24.
Timely Filing	Out of network claims submitted to Cigna after 365 days from date of service will be denied.
Restorative: fillings	Includes composite fillings on all teeth.
Benefit Limitations:	
Oral Evaluations/Exams	2 per calendar year.
X-rays (routine)	Bitewings: 2 per calendar year.
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months.
Diagnostic Casts	Payable only in conjunction with orthodontic workup.
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy.
Fluoride Application	1 per calendar year for children under age 19.
Space Maintainers	Limited to non-orthodontic treatment for children under age 19.
Inlays, Crowns, Bridges, Dentures and Partial	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Denture and Bridge Repairs	Reviewed if more than once.
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation.
Prosthesis Over Implant	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Benefit Exclusions:	
Covered Expenses will not include, and no payment will be made for the following:	
Procedures and services not included in the list of covered dental expenses;	
<ul style="list-style-type: none"> Diagnostic: cone beam imaging; Sealants: per tooth; Brush Biopsy; Anesthesia: general and IV sedation; Preventive Services: instruction for plaque control, oral hygiene and diet; Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars; Periodontics: bite registrations; splinting; Prosthodontic: precision or semi-precision attachments; Implants: implants or implant related services; Procedures, appliances or restorations, except full dentures, whose main purpose is to change vertical dimension, diagnose or treat conditions of dysfunction of the temporomandibular joint (TMJ), stabilize periodontally involved teeth or restore occlusion; Athletic mouth guards; Occlusal Guards; Services performed primarily for cosmetic reasons; Personalization or decoration of any dental device or dental work; Replacement of an appliance per benefit guidelines; Services that are deemed to be medical in nature; Services and supplies received from a hospital; Drugs: prescription drugs; Charges in excess of the Maximum Reimbursable Charge. 	

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

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APPENDIX C-1

LEADERSHIP STIPENDS

HIGH SCHOOL	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
AP/SAT Data Coordinator	D	4,080	4,162	4,245
Department Chair	E	6,630	6,763	6,898
PPT Coordinator	B	2,040	2,081	2,123

MIDDLE SCHOOL	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Athletic Coordinator	D+	5,100	5,202	5,306
TEAM Leader	B	2,040	2,081	2,123

ELEMENTARY SCHOOLS	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
PPT Coordinator	B	2,040	2,081	2,123
Instructional Technology Coordinator	A	1,020	1,040	1,061

APPENDIX C-2
COACHING STIPENDS

HIGH SCHOOL COACHES	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Baseball	5,307	5,413	5,521
Basketball, Boys	6,243	6,368	6,495
Basketball, Freshman Boys	3,060	3,121	3,183
Basketball, Girls	6,243	6,368	6,495
Cheer	5,307	5,413	5,521
Cross Country	5,151	5,254	5,359
Dance	4,527	4,618	4,710
Football	7,284	7,430	7,579
Gymnastics	4,527	4,618	4,710
Outdoor Track	5,613	5,725	5,840
Soccer, Boys	5,307	5,413	5,521
Soccer, Girls	5,307	5,413	5,521
Softball	5,307	5,413	5,521
Swim & Dive, Boys	5,307	5,413	5,521
Swim & Dive, Girls	5,307	5,413	5,521
Volleyball, Boys	5,307	5,413	5,521
Volleyball, Girls	5,307	5,413	5,521
Wrestling	5,307	5,413	5,521

HIGH SCHOOL ASSISTANT COACHES	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Baseball, Assistant	3,641	3,714	3,788
Basketball, Assistant Boys	4,246	4,331	4,418
Basketball, Assistant Girls	4,246	4,331	4,418
Cheer, Assistant	3,641	3,714	3,788
Diving, Assistant Boys	3,641	3,714	3,788
Diving, Assistant Girls	3,641	3,714	3,788
Football, Assistant	4,370	4,457	4,546
Soccer, Assistant Boys	3,641	3,714	3,788
Soccer, Assistant Girls	3,641	3,714	3,788
Softball, Assistant	3,641	3,714	3,788
Swim & Dive, Assistant Boys	3,641	3,714	3,788
Swim & Dive, Assistant Girls	3,641	3,714	3,788
Track, Assistant	3,947	4,026	4,107
Volleyball, Assistant Boys	3,641	3,714	3,788
Volleyball, Assistant Girls	3,641	3,714	3,788
Wrestling, Assistant	3,641	3,714	3,788

MIDDLE SCHOOL COACHES	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Baseball	1,953	1,992	2,032
Basketball, Boys	2,612	2,664	2,717
Basketball, Girls	2,612	2,664	2,717
Cheer	2,612	2,664	2,717
Cross Country	1,791	1,827	1,864
Dance	1,953	1,992	2,032
Soccer, Boys	1,953	1,992	2,032
Soccer, Girls	1,953	1,992	2,032
Softball	1,953	1,992	2,032
Track	1,791	1,827	1,864
Volleyball	1,953	1,992	2,032

FULL-YEAR POSITIONS	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Strength and Conditioning Coordinator	D	4,080	4,162	4,245
Strength and Conditioning Coach	B	2,040	2,081	2,123

APPENDIX C-3

STIPENDS for CLUBS & ACTIVITIES

HIGH SCHOOL	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Advisory Coordinator	B	2,040	2,081	2,123
Best Buddies Advisor	B	2,040	2,081	2,123
Capstone Coordinator	B	2,040	2,081	2,123
Choir Advisor	B	2,040	2,081	2,123
Fall Play Advisor	B	2,040	2,081	2,123
Fall Play Set Construction	A-	765	780	796
FBLA Advisor	B	2,040	2,081	2,123
Freshman Class Advisor	B	2,040	2,081	2,123
Gay Straight Alliance Club Advisor	B	2,040	2,081	2,123
Honor Society Advisor	B	2,040	2,081	2,123
Jazz Band Advisor	B	2,040	2,081	2,123
Junior Class Advisor	B	2,040	2,081	2,123
Link Crew Advisor	B	2,040	2,081	2,123
Make A Difference Club	C	3,060	3,121	3,183
Mountain Bike Club Coach	B	2,040	2,081	2,123
Musical Vocal Advisor	B	2,040	2,081	2,123
Newspaper Advisor	B	2,040	2,081	2,123
Pcp Band Advisor	A	1,020	1,040	1,061
Robotics Advisor	B	2,040	2,081	2,123
Science Club Advisor	B	2,040	2,081	2,123
Senior Class Advisor	B	2,040	2,081	2,123
Ski Club Advisor	A	1,020	1,040	1,061
Sophomore Class Advisor	B	2,040	2,081	2,123
Spring Musical Advisor	D	4,080	4,162	4,245
Spring Musical Choreographer	B-	1,530	1,561	1,592
Spring Musical Producer	B-	1,530	1,561	1,592
Spring Musical Set Construction	A-	765	780	796
Student Council Advisor	B	2,040	2,081	2,123
Unified Advisor	C	3,060	3,121	3,183
Yearbook Advisor	D+	5,100	5,202	5,306
Youth Conservation Corps Advisor	B	2,040	2,081	2,123
MIDDLE SCHOOL	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
8th Grade Advisor	B	2,040	2,081	2,123
Art Club	A	1,020	1,040	1,061
Athletic Coordinator	D+	5,100	5,202	5,306
Building and Set Design	AA	510	520	530
Choreographer	A	1,020	1,040	1,061
Chorus Advisor	B	2,040	2,081	2,123
Drama Club Advisor	C	3,060	3,121	3,183

MIDDLE SCHOOL	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Financial/Investment Club	A	1,020	1,040	1,061
Honor Society Advisor	B	2,040	2,081	2,123
Jazz Club Advisor	B	2,040	2,081	2,123
Newspaper Advisor	B	2,040	2,081	2,123
Ski Club Advisor	A	1,020	1,040	1,061
Student Council Advisor	B	2,040	2,081	2,123
Unified Advisor	C	3,060	3,121	3,183
Vocal/Technical Director	A	1,020	1,040	1,061
WEB (Where Everyone Belongs)	A	1,020	1,040	1,061
Yearbook Advisor	C	3,060	3,121	3,183
CENTER SCHOOL	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Newspaper Club Advisor	B	2,040	2,081	2,123
Yearbook Advisor	B	2,040	2,081	2,123
ELEMENTARY SCHOOLS	Tier	2024-25 (2%)	2025-26 (2%)	2026-27 (2%)
Band Advisor	B	2,040	2,081	2,123
Chorus Advisor	B	2,040	2,081	2,123
Drama Club Advisor	B	2,040	2,081	2,123
Student Council Advisor	B	2,040	2,081	2,123

